





# Memorandum

## City of Lawrence

TO: Thomas M. Markus, City Manager  
FROM: Bobbie J. Walthall, Administrative Assistant  
CC: Diane Stoddard, Assistant City Manager  
Leslie Soden, Commissioner  
DATE: June 7, 2018  
RE: Incorrect Per Diem rate for Commissioner Soden travel

In preparing Commissioner Soden's travel expense statement from her recent attendance at the International Making Cities Livable Conference in Ottawa, Canada, I had the Finance Director review the statement to ensure accuracy since there was conversion from Canadian dollars to US dollars involved.

It was discovered that the website I used to calculate the per diem was not displaying the correct per diem. The website was showing \$76.00 USD when it should have been \$116.00 USD. The difference in the rates has been calculated on Commissioner Soden's expense statement and she will be reimbursed the difference in the rates.

## MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES TRAVEL PER DIEM ALLOWANCES

COUNTRY/STATE: **CANADA**

PUBLICATION DATE (MM DD YY): **050118**

### NOTES

1. Use the **OTHER** rate if neither the **CITY, PLACE, ISLAND**, nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., **TLE, TLA, TQSE, TQSA**), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE is \$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in [Appendix A](#), is applicable.
5. Per Diem Rate = Max Lodging + Meals (Local Meals, [Proportional](#), or [Government](#)) + Incidental Rate (Local or OnBase)

\* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
<b>BANFF</b>	01/01-12/31	295	70	42	17			<b>382</b>	12/01/2017
<b>CALGARY</b>	01/01-12/31	252	100	57	25			<b>377</b>	12/01/2017
<b>DARTMOUTH</b>	01/01-12/31	188	113	64	28			<b>329</b>	12/01/2017
<b>EAST YORK</b>	05/01-10/31	223	95	55	23			<b>341</b>	04/01/2018
<b>EAST YORK</b>	11/01-04/30	162	90	52	22			<b>274</b>	04/01/2018
<b>EDMONTON</b>	01/01-12/31	178	60	37	15			<b>253</b>	12/01/2017
<b>ETOBICOKE</b>	05/01-10/31	223	95	55	23			<b>341</b>	04/01/2018
<b>ETOBICOKE</b>	11/01-04/30	162	90	52	22			<b>274</b>	04/01/2018
<b>FORT MCMURRAY, ALBERTA</b>	01/01-12/31	210	74	44	18			<b>302</b>	01/01/2008
<b>FREDERICTON</b>	01/01-12/31	180	98	56	24			<b>302</b>	12/01/2017
<b>GANDER, NEWFOUNDLAND</b>	01/01-12/31	162	91	53	23			<b>276</b>	12/01/2017
<b>GOOSE BAY</b>	01/01-12/31	167	91	53	23			<b>281</b>	12/01/2017
<b>HALIFAX</b>	01/01-12/31	188	113	64	28			<b>329</b>	12/01/2017
<b>KELOWNA</b>	01/01-	192	105	60	26			<b>323</b>	12/01/2017

	12/31								
<b>LONDON, ONTARIO</b>	01/01-12/31	115	75	45	19			<b>209</b>	08/01/2010
<b>MISSISSAUGA</b>	01/01-12/31	100	54	34	14			<b>168</b>	12/01/2017
<b>MONCTON</b>	01/01-12/31	153	93	54	23			<b>269</b>	12/01/2017
<b>MONTREAL</b>	01/01-12/31	181	91	53	23			<b>295</b>	12/01/2017
<b>NANOOSE BAY</b>	01/01-12/31	106	78	46	19			<b>203</b>	12/01/2017
<b>NORTH YORK</b>	05/01-10/31	223	95	55	23			<b>341</b>	04/01/2018
<b>NORTH YORK</b>	11/01-04/30	162	90	52	22			<b>274</b>	04/01/2018
<b>NORTHWEST TERRITORIES</b>	01/01-12/31	114	52	33	13			<b>179</b>	12/01/2017
<b>OTTAWA</b>	01/01-12/31	210	93	54	23	Totals \$116.00		<b>326</b>	12/01/2017
<b>PRINCE EDWARD ISLAND</b>	01/01-12/31	197	98	56	24			<b>319</b>	12/01/2017
<b>QUEBEC</b>	01/01-12/31	235	106	60	26			<b>367</b>	12/01/2017
<b>REGINA, SASKATCHEWAN</b>	01/01-12/31	192	73	44	18			<b>283</b>	01/01/2008
<b>RICHMOND</b>	01/01-12/31	214	101	58	25			<b>340</b>	12/01/2017
<b>SASKATOON, SASKATCHEWAN</b>	01/01-12/31	188	72	43	18			<b>278</b>	01/01/2008
<b>SIDNEY</b>	01/01-12/31	145	85	50	21			<b>251</b>	12/01/2017
<b>ST. JOHN'S, NEWFOUNDLAND</b>	01/01-12/31	181	112	63	28			<b>321</b>	12/01/2017
<b>TORONTO</b>	05/01-10/31	223	95	55	23			<b>341</b>	04/01/2018
<b>TORONTO</b>	11/01-04/30	162	90	52	22			<b>274</b>	04/01/2018
<b>VANCOUVER</b>	05/15-09/15	324	116	65	29			<b>469</b>	12/01/2017
<b>VANCOUVER</b>	09/16-05/14	185	105	60	26			<b>316</b>	12/01/2017
<b>VICTORIA</b>	05/15-10/01	225	103	59	26			<b>354</b>	12/01/2017
<b>VICTORIA</b>	10/02-05/14	166	98	56	25			<b>289</b>	12/01/2017
<b>WHISTLER, BC</b>	01/01-12/31	237	99	57	25			<b>361</b>	05/01/2018
<b>WHITEHORSE, YUKON</b>	01/01-12/31	222	80	47	20			<b>322</b>	12/01/2017
<b>WINNIPEG</b>	01/01-	191	115	65	29			<b>335</b>	12/01/2017

	12/31								
<b>YELLOWKNIFE</b>	01/01-12/31	138	81	48	20			<b>239</b>	12/01/2017
<b>YORK &amp; SCARBOROUGH</b>	05/01-10/31	223	95	55	23			<b>341</b>	04/01/2018
<b>YORK &amp; SCARBOROUGH</b>	11/01-04/30	162	90	52	22			<b>274</b>	04/01/2018
<b>[OTHER] G7 SUMMIT ATTENDEES</b>	01/01-12/31	450	89	52	22	<b>58</b>		<b>561</b>	05/01/2018
<b>[OTHER]</b>	01/01-12/31	128	89	52	22	<b>58</b>		<b>239</b>	12/01/2017

\*Use the OTHER rate if neither the **CITY, PLACE, ISLAND**, nor **MILITARY INSTALLATION** is listed.

[Request a Review of a Per Diem Rate](#)

[Find out more about the Proportional Meal Rate \(Prop. Meals\)](#)

**Summary for S. Commissioner – Ipad: 785-764-4230 (Includes Plan Change)  
 001-1-1010-2420**

**Your Plan**

**Mobile Broadband Unlimited**  
 \$39.99 monthly charge  
 \$.25 per minute

**MBB Unlimited**  
 Unlimited monthly gigabyte

**Global Data \$25 for Each 100MB**  
 \$18.75 monthly charge  
 100 monthly allowance

Have more questions about your charges?  
 Get details for usage charges at  
[www.vzw.com/mybusinessaccount](http://www.vzw.com/mybusinessaccount).

**Monthly Charges**

**New Plan**

Global Data \$25 for Each 100MB 05/07 – 06/06 18.75  
 \$18.75 per month / full month on new plan

**Month in Advance**

Mobile Broadband Unlimited 06/07 – 07/06 39.99  
 Global Data \$25 for Each 100MB 06/07 – 07/06 18.75

These are the normal monthly charges billed in advance.

**\$77.49**

**Usage and Purchase Charges**

Data	Allowance	Used	Billable	Cost
Gigabyte Usage	gigabytes unlimited	.129	---	--
Total Data				\$ .00

International	Allowance	Used	Billable	Cost
---------------	-----------	------	----------	------

**Usage While Traveling Outside the US (Plan)**

International Data -- Shared -- Canada				
megabytes		808	708	\$200.00

Total International \$200.00

**Total Usage and Purchase Charges \$200.00**

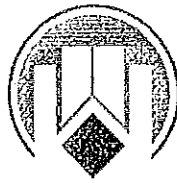
**Surcharges**

Regulatory Charge .02

**\$.02**

**Total Current Charges for 785-764-4230**

**\$277.51**



# LORD ELGIN

Leslie Soden

Canada

Company Name: Intl Making Cities Livable Coun  
Group Name: Intl Making Cities Livable Coun  
H.S.T: 102094604RT

Room No. : 0342  
Arrival : 05-13-18  
Departure : 05-19-18  
Folio No. :  
Conf. No. : 1075006  
Cashier No. : 98  
I.D.

## INFORMATION INVOICE

Date	Description	Charges	Credits
05-13-18	Room Charge	259.00	
05-13-18	Municipal Accommodation Tax	10.36	
05-13-18	Room HST	35.02	
05-14-18	Room Charge	259.00	
05-14-18	Municipal Accommodation Tax	10.36	
05-14-18	Room HST	35.02	
05-15-18	Room Charge	259.00	
05-15-18	Municipal Accommodation Tax	10.36	
05-15-18	Room HST	35.02	
05-16-18	Room Charge	259.00	
05-16-18	Municipal Accommodation Tax	10.36	
05-16-18	Room HST	35.02	
05-17-18	Room Charge	259.00	
05-17-18	Municipal Accommodation Tax	10.36	
05-17-18	Room HST	35.02	
05-18-18	Room Charge	259.00	
05-18-18	Municipal Accommodation Tax	10.36	
05-18-18	Room HST	35.02	
05-19-18	Visa		1,826.28
<b>Total Charges</b>		<b>1,826.28</b>	
<b>Total Credits</b>			<b>1,826.28</b>
<b>Balance</b>			<b>0.00</b>

*The amount shown here is Canadian dollars.  
The amount in US dollars, based off conversion  
rates on 05/19/18 was \$1463.91.*

The Parking Spot  
12060 NW Prairie View Road  
816.270.1000

MCIENT21 5/13/2018 8:21 AM  
MCICS1 5/19/2018 9:36 PM  
Sequence # 1000331805192152  
Transaction Number Opdw2  
Member Number 6220260001101275733  
Approved Sale 01957B

Parking Rates During Stay

Day 1 (1d 0h 0m)	\$ 10.95
Day 2 (1d 0h 0m)	\$ 10.95
Day 3 (1d 0h 0m)	\$ 10.95
Day 4 (1d 0h 0m)	\$ 10.95
Day 5 (1d 0h 0m)	\$ 10.95
Day 6 (1d 0h 0m)	\$ 10.95
Day 7 (0d 13h 15m)	\$ 10.95
Uncovered Total	\$ 76.65

Uncovered 6d 13h 15m	\$ 76.65
Airport Use Recovery Fee 10.00 %	\$ 7.67
Parking Total	\$ 84.32

Charged to MasterCard 4495	\$ 84.32
Amount Paid	\$ 84.32

Have a great day, Leslie!  
Please let us know how we are doing at  
[www.TPSfeedback.com](http://www.TPSfeedback.com)

**Bobbie Walthall**

---


**From:** Leslie Soden  
**Sent:** Friday, February 9, 2018 9:47 AM  
**To:** Bobbie Walthall  
**Subject:** Fwd: Your United reservation for Ottawa, ON, CA (YOW) is processing

Commissioner Leslie Soden  
913-890-3647

Begin forwarded message:

**From:** "United Airlines, Inc." <[unitedairlines@united.com](mailto:unitedairlines@united.com)>  
**Date:** February 9, 2018 at 9:46:20 AM CST  
**To:** <[lsoden@lawrenceks.org](mailto:lsoden@lawrenceks.org)>  
**Subject:** Your United reservation for Ottawa, ON, CA (YOW) is processing

Add [UnitedAirlines@news.united.com](mailto:UnitedAirlines@news.united.com) to your address book. [See instructions.](#)

**UNITED**  Friday, February 09, 2018

## Thank you for choosing United



We're processing your reservation and will send you an eTicket Itinerary and Receipt email once completed. This process usually takes less than an hour, but in rare cases it could take longer. If you don't receive an eTicket Itinerary and Receipt email within 24 hours, please call the [United Customer Contact Center](#)

Confirmation number:

Kansas City, MO, US (MCI)  
to Ottawa, ON, CA (YOW)

# B922BK

[Manage reservation](#)

### Purchase summary

1 adult (18-64)	\$462.00
Taxes and fees	\$123.66
<b>Total</b>	<b>\$585.66</b>

Credit card payment: \$585.66 (Visa-\*\*5454)

## Trip summary

Sun, May 13, 2018

 **UA 4496** Operated By GOJET AIRLINES DBA UNITED EXPRESS

1 Connection  
5h 55m total

**10:10 am**  
Kansas City, MO, US (MCI)



**11:45 am**  
Chicago, IL, US (ORD - O'Hare)

Duration: 1h 35m  
United Economy (V)

 Long layover  Terminal change

2h 17m Layover

 **UA 3495** Operated By REPUBLIC AIRLINES DBA UNITED EXPRESS

**2:02 pm**  
Chicago, IL, US (ORD - O'Hare)




**5:05 pm**  
Ottawa, ON, CA (YOW)

Duration: 2h 3m  
United Economy (V)  
Snacks for Purchase

 Long layover  Terminal change

Sat, May 19, 2018

 **UA 4022** Operated By EXPRESSJET AIRLINES DBA UNITED EXPRESS

1 Connection  
5h total

**5:10 pm**  
Ottawa, ON, CA (YOW)



**6:24 pm**  
Chicago, IL, US (ORD - O'Hare)

Duration: 2h 14m  
United Economy (T)  
Snacks for Purchase

 NON\_PREFERRED\_CABIN

1h 11m Layover

 **UA 5652** Operated By SKYWEST DBA UNITED EXPRESS

**7:35 pm**  
Chicago, IL, US (ORD - O'Hare)



**9:10 pm**  
Kansas City, MO, US (MCI)

Duration: 1h 35m  
United Economy (T)

① NON\_PREFERRED\_CABIN


## Travelers

Leslie Soden	MCI to ORD	10D	Email address:	<a href="mailto:lsoden@lawrenceks.org">lsoden@lawrenceks.org</a>
	ORD to YOW	11D	Home phone:	+1 (785) 312-4314
	YOW to ORD	6A		
	ORD to MCI	11A		

**SAVE** up to 40% on base rates and  
**EARN** up to 2,750 miles on rentals of 1 or more days

Terms apply.

[Quote this offer](#)



**Need a hotel?**

Enjoy special hotel rates\*, exclusively for United flyers.

[See deals](#)


\*Subject to availability



**Economy Plus**

Secure more legroom for your flight today.

[Learn More](#)




**NEW OFFER!**

**50,000 BONUS MILES**

Earn 1.5 miles per \$1 spent

[LEARN MORE](#)



## Additional trip planning tools

- [Baggage Policies](#): View current baggage acceptance allowances.
- [Passport and Visa Information](#): International Travel Documentation requirements

## Carry-on baggage allowed

United accepts the following items, per customer to be carried on the aircraft at no charge:



- One carry-on bag no more than 45 linear inches or 114 linear centimeters
- One personal item (such as a shoulder or laptop bag)

Due to FAA regulations, operating carriers may have different carry-on requirements. Please check with the operating carrier for more information or go to [united.com/baggage](http://united.com/baggage).

## Checking bags for this itinerary

Checked baggage service charges are collected at any point in the itinerary where bags are checked. The bag service charges below reflect a maximum outside linear dimension of 62 linear inches (157 cm).

**First and second baggage service charges per traveler as listed below:**

	1 <sup>st</sup> bag	2 <sup>nd</sup> bag	Weight per bag
 Sun, May 13, 2018 Kansas City, MO, US (MCI) to Ottawa, ON, CA (YOW)	\$25 per traveler	\$35 per traveler	50 lbs (23 kgs)
 Sat, May 19, 2018 Ottawa, ON, CA (YOW) to Kansas City, MO, US (MCI)	\$19 per traveler	\$27 per traveler	50 lbs (23 kgs)

These amounts represent an estimate of the first and second checked baggage service charges that may apply to your itinerary. If your itinerary contains multiple travelers, the service charges may vary by traveler, depending on status or memberships.

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges, allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items or sporting equipment, visit [united.com/baggage](http://united.com/baggage).

[united.com](http://united.com)

[Deals & offers](#)

[Reservations](#)

[Earn miles](#)

[My account](#)

#### STAY CONNECTED



HUD



A STAR ALLIANCE MEMBER



Copyright © 2018 United Airlines, Inc. All Rights Reserved

View our [Privacy Policy](#).

#### E-mail Information

Please do not reply to this message using the "reply" address.

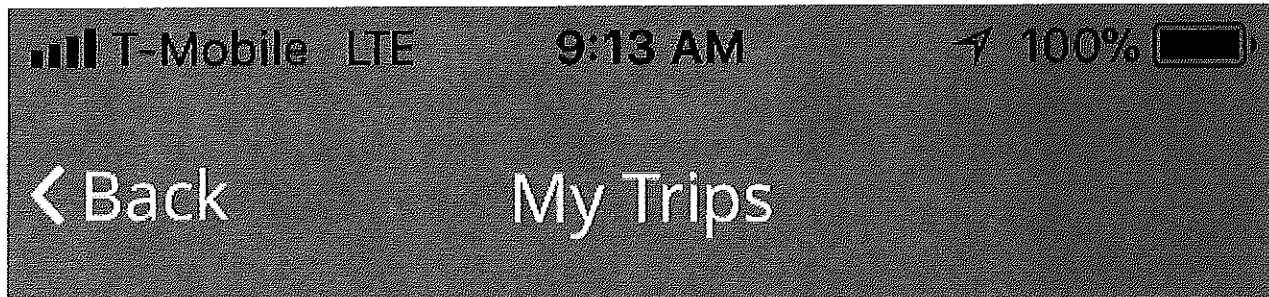
The information contained in this e-mail is intended for the original recipient only.

United MileagePlus  
900 Grand Plaza Dr.  
Houston, TX 77067 USA

**Bobbie Walthall**

---

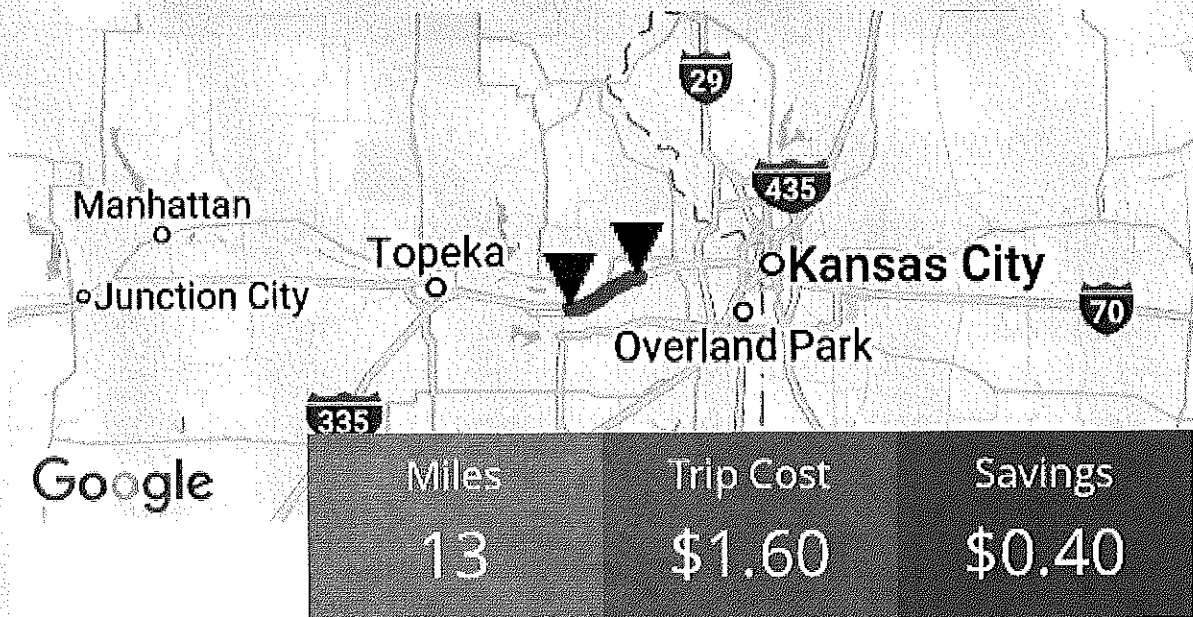
**From:** Leslie Soden  
**Sent:** Thursday, June 7, 2018 9:15 AM  
**To:** Bobbie Walthall  
**Subject:** Re: Address



5/19/2018, 10:21:06 PM

Eastern Terminal to Lawrence: US-...

KTA.01265372



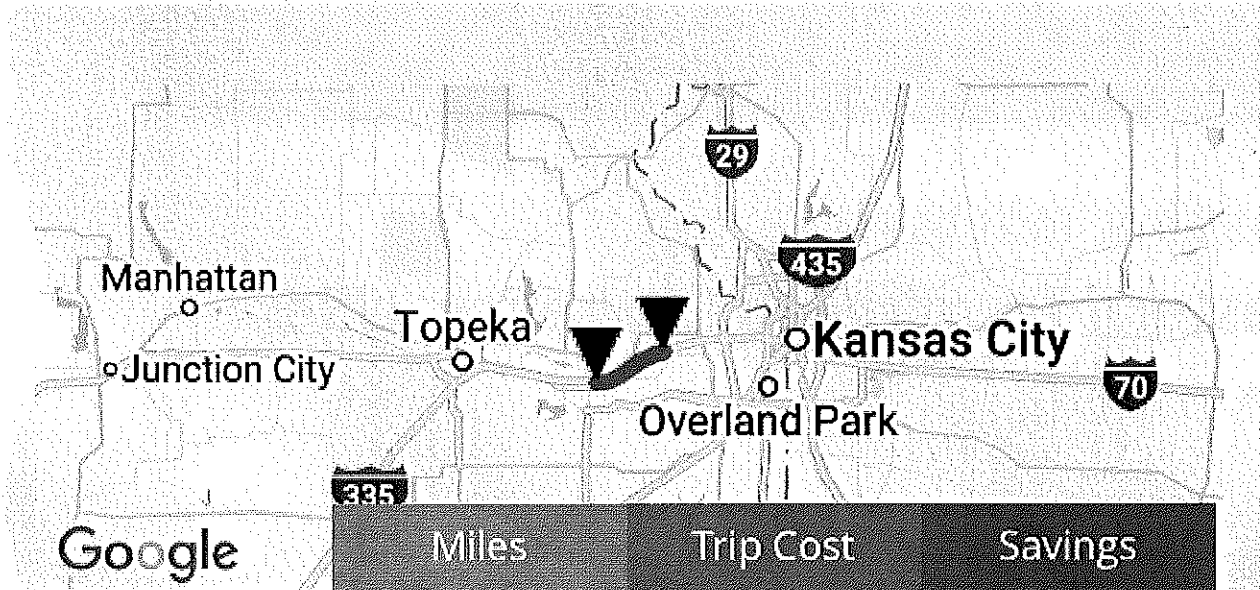
5/13/2018 7:52:32 AM

< Back

# My Trips

Recent

Statements

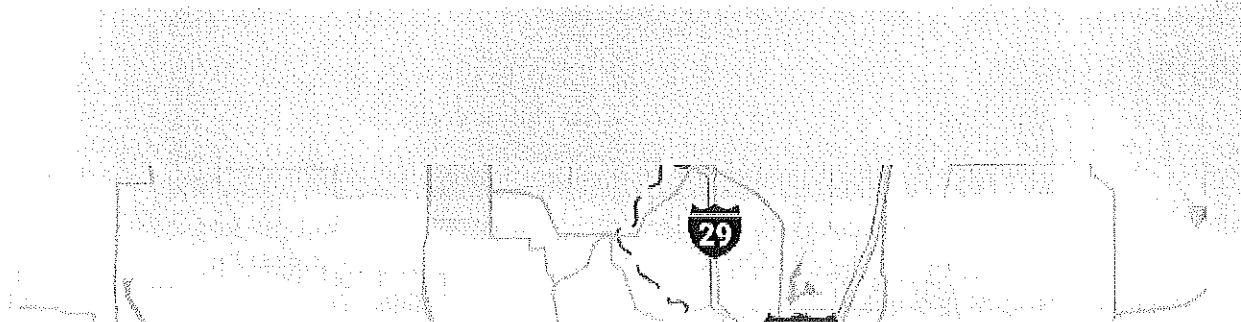


Miles	Trip Cost	Savings
13	\$1.60	\$0.40

5/19/2018, 10:21:06 PM

## Eastern Terminal to Lawrence: US-...

KTA.01265372



# Google Maps 921 Centennial Drive, Lawrence, KS to Kansas City International Airport

Drive 50.7 miles, 48 min

921 Centennial Dr  
Lawrence, KS 66049

Get on I-70 E/Kansas Turnpike from McDonald Dr

5 min (1.9 mi)

- ↑ 1. Head north on Centennial Dr toward W 9th St 387 ft
- ↗ 2. Turn right onto W 9th St 0.2 mi
- ↖ 3. Turn left onto Iowa St 0.2 mi
- ↗ 4. Slight right toward McDonald Dr 0.2 mi
- ↑ 5. Continue onto McDonald Dr 1.1 mi  
▲ Partial toll road
- ↑ 6. Use the right lane to take the Interstate 70 E/Kansas Turnpike ramp to Kansas City 0.2 mi  
▲ Toll road

Follow I-70 E/Kansas Turnpike and I-435 N to Mexico City Ave in KCMO. Take exit 15 from I-29 S/I-435 E/US-71 S

41 min (46.8 mi)

- ↑ 7. Merge onto I-70 E/Kansas Turnpike 25.7 mi  
▲ Partial toll road
- ↘ 8. Take exit 411B to merge onto I-435 N 18.7 mi  
📍 Entering Missouri
- ↘ 9. Take the exit onto I-29 S/I-435 E/US-71 S toward Kansas City/Kci Airport 2.0 mi
- ↘ 10. Take exit 15 for Mexico City Avenue 0.5 mi

Continue on Mexico City Ave. Drive to Cookingham Dr

3 min (2.0 mi)

- ➔ 11. Turn right onto Mexico City Ave 1.6 mi
- ⬅ 12. Turn left onto Paris St 0.2 mi
- ⬆ 13. Turn right to merge onto Cookingham Dr 0.1 mi

### Kansas City International Airport

Kansas City, MO 64153

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

**Bobbie Walthall**

---

**From:** PayPal <service@paypal.com>  
**Sent:** Thursday, February 8, 2018 10:27 AM  
**To:** Bobbie Walthall  
**Subject:** Your receipt for payment to Making Cities Livable Conference



You paid \$645.00 USD to  
Making Cities Livable Conference



Thanks for using PayPal, Bobbie Walthall

Create a PayPal account in just a few seconds so every checkout is a snap!

[Activate PayPal Now](#)

---

Payment details

For your purchase on February 8, 2018

[Details](#)

Order 2819 at International Making Cities  
Livable  
Product count: 1

\$645.00 USD

---

Subtotal \$645.00 USD

**Amount you'll pay \$645.00 USD**

Paid with VISA x-5454

The transaction will appear on your statement as PayPal \* PAYPAL \*MAKINGCITIE

---

**Ship to**

Bobbie Walthall  
6 E 6th Street  
Lawrence, KS 66044  
United States

---

**PayPal: easy to get, easy to use**

PayPal isn't just a convenient way to shop online. It's also an easy way to send money to anyone, across town or around the world.

[Activate PayPal Now](#)

---

Invoice ID: 2819-d7f58d94cdd5d96ddc40407b0dcd6579

**Merchant details**

Making Cities Livable Conference  
orders@livablecities.org  
503-208-2817

**Customer Details**

Bobbie Walthall

bjwalthall@lawrenceks.org



[Help Center](#) | [Resolution Center](#) | [Security Center](#)

Please do not reply to this email. To get in touch with us, click **Help & Contact**, or call 1 (888) 221-1161.

Copyright © 1999-2018 PayPal, Inc. All rights reserved. PayPal is located at 2211 N. First St., San Jose, CA 95131.

PayPal PPC000885:1.59:636f08b23b42e

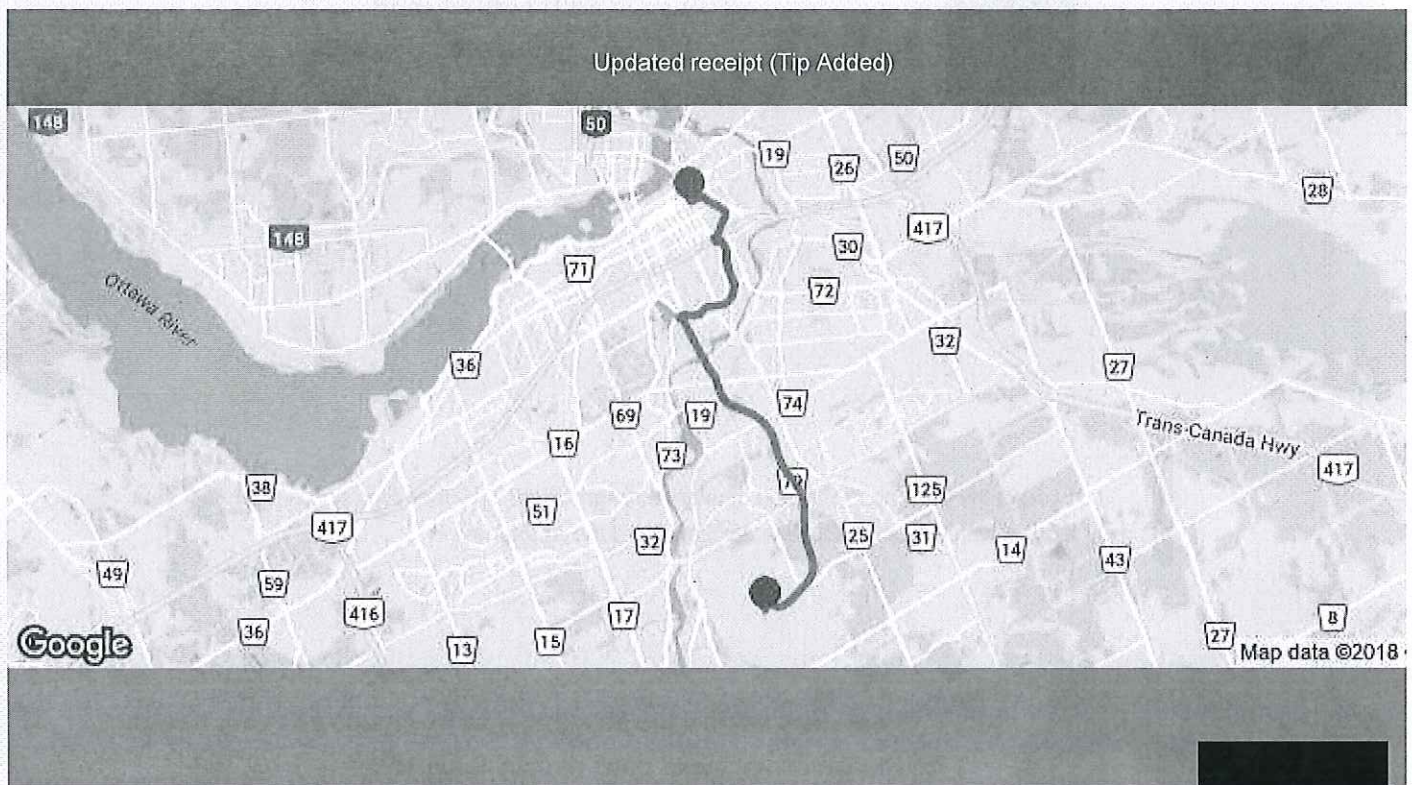
# Bobbie Walthall

**From:** Leslie Soden  
**Sent:** Saturday, May 19, 2018 3:34 PM  
**To:** Bobbie Walthall  
**Subject:** Fwd: Thanks for tipping! We've updated your Saturday afternoon trip receipt

Commissioner Leslie Soden  
913-890-3647

Begin forwarded message:

**From:** "Uber Receipts" <[uber.canada@uber.com](mailto:uber.canada@uber.com)>  
**Date:** May 19, 2018 at 2:21:03 PM EDT  
**To:** <[Lsoden@lawrenceks.org](mailto:Lsoden@lawrenceks.org)>  
**Subject:** Thanks for tipping! We've updated your Saturday afternoon trip receipt



CA\$32.56

$32.56 \times .7768 = \$25.29$   
US DOLLARS

↳ per exchange rate  
ON 5/19/2018

UBER

Thanks for tipping, Leslie

May 19, 2018 | uberX

01:56pm | 16 Slater St, Ottawa, ON K1P, Canada

02:19pm | 1000 Airport Parkway Private, Ottawa, ON K1V 9B4, Canada



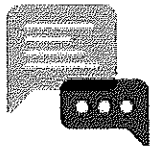
You rode with Danyabaha

15.79	00:22:45	uberX
kilometers	Trip time	Car

★ ★ ★ ★ ★  
[Add a tip](#)



Did you know you can order food delivery through Uber? Try Uber Eats and get 20% off your first order with the code 20ubereats. Download the app today.



Fare does not include fees that may be charged by your bank.  
Please contact your bank directly for inquiries.

## Your Fare

Trip Fare CA\$17.30

---

Subtotal CA\$17.30


Tolls, Surcharges, and Fees CA\$5.75

HST CA\$3.00

---

CHARGED

**CA\$26.05**


 Personal \*\*\*\* 7496

---

Tip CA\$6.51

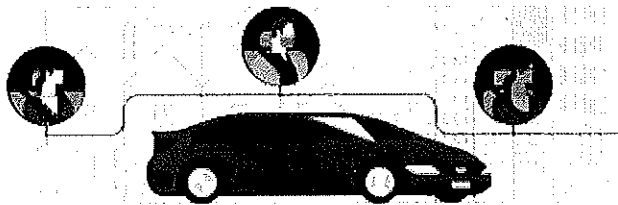
CHARGED

**CA\$6.51**

 Personal \*\*\*\* 7496

---

[Visit the trip page](#) for more information, including invoices (where available)



Invite your friends and family. Get a free ride worth up to \$5 when you refer a friend to try Uber.

Share code:  
leslies7519ue

# UBER



---

## Need help?

Tap Help in your app to contact support with questions about your trip.

Leave something behind? Track it down.

## 2018 Travel Request and Authorization City of Lawrence, Kansas

Employee Name: Leslie Soden

Supervisor: \_\_\_\_\_

Department: CITY COMMISSION

Leave Date: 05/13/18

Destination: Ottawa, Canada

Return Date: 05/19/18

Trip Purpose: International Making Cities Livable, LLC 55th Annual Conference

Per Diem Rate: \$ 76.00

Per Diem Rate located: www.gsa.gov/pds/conten/104878  
use MSIE column

**Method of Travel: (Check all that apply)**

City Vehicle: \_\_\_\_\_

Personal Vehicle:

Air:

Specify other: \_\_\_\_\_

No. of Miles 99.2 @ \$ .545 a mile

Airfare \$546.00

Other \_\_\_\_\_

Cost of Travel \$ 54.06

Cost of Travel \$ 546.00

Cost of Travel \$ -

**Total Travel Cost:** \$ 600.06

Taxi/Shuttle: \$ 50.00

Registration Cost: \$ 645.00

Accommodations: \$ 1,360.00

No. of Nights 5 Single Room Rate \$272.00

Cost of Meals: \$ 450.00 494.00 No. of Meals 20

Estimated Cost: \$ 2,544.00

2,549.00

Advance Requested: \$ 466.00 494.00

When filling out the Account Number split, please use the advance amount to split.

Account Number
001.1.1010.2022
001.1.1010.2030

Amount
\$ <u>2,466.06</u>
\$ <u>645.00</u>
\$ <u>-</u>
\$ <u>-</u>

2,504.06

TOTAL: \$ 3,114.06

3,149.06

**Total Cost:** \$ 3,114.06 3,149.06

No travel advances will be processed prior to 14 days before travel per Travel Policy. Each employee submitting a TRAVEL REQUEST including an advance must submit a TRAVEL EXPENSE STATEMENT within a reasonable amount of time after return from trip.

**APPROVAL OF REQUEST**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Approval: Stuart Boley

Date: 5/3/18

Dept. Dir Approval: \_\_\_\_\_

Date: \_\_\_\_\_

(over night out of state travel): \_\_\_\_\_

Date: \_\_\_\_\_

Mayor (if Required): \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: NO OVER NIGHT OUT-OF-STATE TRAVEL IS TO BE MADE WITHOUT CITY MANAGER'S PRIOR APPROVAL**